On November 6th 2020, the Agency Applications Office (AAO) sent the Agency Mail List Server (AMLS) list owners information regarding the decommissioning of the AMLS service.   The decommissioning of AMLS will require list-owners to take an *active role* in the transition of their list from AMLS to a new service to ensure the continuity of their list service.   For information concerning the AMLS decommissioning consult The AMLS Decommissioning Wiki.   After reviewing the wiki, users who still have questions are encouraged to contact the AAO at: MSFC-AAO-CUSTOMER-CARE@mail.nasa.gov.

To assist owners in complying with the agency decommissioning directive, the AMLS support team wishes to address the procedures for obtaining your subscriber membership list. Users with questions regarding this, or any other **A*MLS-specific process*** may contact the AMLS Support Team at: mailman@lists.nasa.gov

Please Note: Users will need to have a *current password* to their list in order to exercise the new procedures. To reset your list's password, email AMLS. For users who own multiple lists, bulk password resets of an owner's entire list inventory are strongly preferred in lieu of multiple single reset requests.

Obtaining Your Subscriber Membership List (Items in blue are owner specific)

VIA EMAIL (The sending email address MUST be in the owner's list.):

- Send an email to LISTNAME-request@lists.nasa.gov

- Type the 'who' command in the body of the message followed by a blank space then your list password.

- Example: who mypassword

The system will email the subscriber roster back to you under the subject: "**The result of your email commands**". This email will either contain the fully-qualified email addresses, or the message: "**You are not allowed to retrieve the list membership",** which would indicate a sender email address or password problem. Verify your password via the web interface (https://lists.nasa.gov/mailman/admin/YOURLISTNAME), and contact The AMLS Team if a password reset is required.

VIA WEB: (Must use the enterprise VPN and PIV (smartcard) to authenticate to your list)

- Go to https://lists.nasa.gov/mailman/admin/YOURLISTNAME

- Input your list password when prompted (contact The AMLS Team if a password reset is required).

- Go to https://lists.nasa.gov/mailman/roster/YOURLISTNAME (You must be validated with the admin interface **BEFORE** you go to this URL)

This will put you on a web page which will contain the fully-qualified email addresses ready to cut and paste into a document or new service.

AMLS List Deletion

(**Please note:** This should be the **LAST STEP** of your migration away from the AMLS to a replacement service.)

In order to support the vast number of list the will be retired as a result of decommissioning, the AMLS Team has modified our policy regarding the deletion of lists.   After a list owner has successfully obtained their subscriber list (and is ready to retire their list), they simply go to their list administration web page https://lists.nasa.gov/mailman/admin/YOURLISTNAME (via enterprise VPN, authenticating with their PIV card and current owner's password).   This will bring you to the following page:

As illustrated in the example above, remove all ownership (list administrator) information and replace it with: **REMOVEME@NASA.GOV**
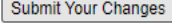
REMEMBER: After entering the address make sure to click on the ⬚ Submit Your Changes button, located at the bottom of the page, to save your changes.

The AMLS team will be running automated scripts to find lists with **REMOVEME@NASA.GOV** designated as owner, and will do bulk deletions before COB of the next business day.   Owners will not be notified when the deletion actually occurs, as the owners authentication required to make the requisite change, will serve as verification of the owner and their intent.